

# P-22

## Hot Work Permits

### DGS Accident and Illness Prevention Program (AIPP)

#### IMPORTANT NOTICE – PLEASE READ

**If you intend to do hot work (see definition) in any DGS owned, leased, or managed building, do not proceed without following these instructions and receiving a permit in advance.**

## **A. Policy Statement.**

The following protocol for hot work is official policy for the PA Department of General Services (DGS) and all of its employees. Authority and responsibility for its execution are pursuant to the DGS Secretary's "[Safety Program Policy Statement](#)," [PA Management Directive 530.31 Workplace Safety and Health Program, PA Code Title 34 Chapter 129](#) and "[Element C](#)" of the DGS Accident and Illness Prevention Program (AIPP).

## **B. Purpose**

The purpose of this program is primarily to ensure all necessary safety precautions have been taken for the safety of the building and its' occupants. The secondary purpose is to ensure the building's evacuation system is not inadvertently activated due to smoke created by hot work operations occurring in or around DGS owned or managed buildings.

## **C. Scope**

The scope of this program is for hot work being conducted by employees or contractors in or around DGS owned or managed buildings. If there is work being conducted or overseen by DGS employees in non-DGS owned and/or managed buildings, it is the DGS employee's responsibility to determine the specific procedures used in the facility in question.

## **D. Definitions:**

**Fire safety work permit** – a permit required to be completed which includes management's written authorization before any hot work may begin.

**Hot work** - any work or task that requires or involves open flames or any other sources of heat that could ignite flammable or combustible materials in the work area. Examples include but are not limited to welding, torching, soldering, cutting metal, grinding, etc.

**Hot work permit** – a permit that shall be completed prior to hot work beginning.

## **E. Responsibilities:**

**DGS Safety Coordinator** - monitor the fire safety work permit program and conduct periodic audits of the permits.

**Employees / Contractors** - perform hot work operations safely and request permit(s) as necessary.

**Fire, Safety and Environmental Division (FSED)** - respond to all requests for permits and inspect the area in question for possible safety hazards, as well as all responsibilities detailed on the permit.

**Management** - ensure a fire safety work permit and hot work permit is completed prior to hot work operations and that this program is adhered to.

## **F. Procedures:**

Upon receiving a fire safety work permit via email ONLY ([GS-firesafetyenv@pa.gov](mailto:GS-firesafetyenv@pa.gov)):

FSED will review the permit for errors and call the contact person to correct the errors.

1. All work is considered Monday through Friday.
2. If the work needs to be extended into the following week, notice of this extension must be sent by Thursday before 3:00 PM.
3. When the fire safety work permit is approved, the devices will be disabled for the times specified on the permit ONLY.
4. The approved fire safety work permit will be posted on the exterior entrance door to the work area and remain posted until the work is completed.
5. Fire safety work permits can ONLY be cancelled by the Contractor/Company Supervisor, DGS Building Manager or DGS Supervisor that submitted the fire safety work permit.
6. Permits are valid for only a one-week time period. These must be resubmitted weekly if the work is not finished.
7. If working without a fire safety work permit, the job will be shut down, until further notice.
8. Emergency work will be determined on an individual basis.
9. Ensure a hot work permit is completed.

## Appendix A – Fire Safety Work Permit

**\*\*24 HOUR NOTICE\*\***

**FIRE/SAFETY WORK PERMIT**

To access the fire/safety work permit, scan: [click here](#) or scan the below QR code:

